

Elizabeth Coplon

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Education and Technical Skills

Mississippi College | Clinton, MS | May 2015

Bachelor of Science: History, Political Science, Public Relations

-Social Media {Facebook, Twitter, Instagram, Tumblr, Vine} –Microsoft {Word, Excel, PowerPoint} –Adobe {Audition, Photoshop, Premiere Pro} –Windows and Apple Operating Systems

Relevant Work Experience

Administrative & Marketing Associate 2015

- Administrative duties under the CEO
- Work alongside the Business Administrator to create marketing materials
- Conduct marketing calls to expand clientele

Production Assistant for Talent 2015

- Assist the main actor and actress with immediate needs
- Transportation between sets and breaks
- Run errands and stock rider items in trailers
- When not assisting the talent, assist the director, producer, and assistant director on set

Intern for the Office of the Governor of Mississippi-Phil Bryant 2015

- Attend press releases and events
- Sit and take notes during meetings and Senate hearings
- Answer phone calls and deliver messages and packages
- Read articles and draft sample memorandums
- Assist with scheduling

Student Representative: Serengetee 2015

- Use social media to spread awareness of brand on campus
- Marketing skills directed towards college students

Student Ambassador: Southern Proper 2014-2015

- Represented company on university's campus
- Generated brand awareness through social media, marketing, and statistics
- Established name on campus through raffles and giveaways

Student Representative: TOMS 2014-2015

- Generate awareness during TOMS' big events
- “One Day Without Shoes” & “World Sight Day”

Marketing Intern: The New York Times 2014-2015

- Marketing towards enrolled students but not excluding other universities
- Keep college students aware and involved in current news

Messenger for The Communication Department 2014-2015

- Write to future students
- Speak to students interested in majoring in the different branches of Communications
- Handle social media accounts

Executive Assistant: Private Caterer and Hospitality Company 2008-2014

- Entertained guests for rehearsal dinners, weddings, and private events
- Handled venues and food selections
- Served guests and handled private affairs

File Clerk: Mays and Schnapp Pain Clinic 2012-2015

- Handled labs, transcriptions, and filed paperwork

Employee: Yolo Frozen Yogurt 2011-2012

- Checked and stocked inventory
- Handled the register and customers

Personal Assistant 2010-2011

- Handled meals from the afternoon until the evening
- Balanced itinerary and filled schedule with needed appointments and other personal needs

Leadership Activities

Student Government Association 2011-2015

- Student Senate 2011-2014:** Create bills, listen, and voice the opinions of the student body
- Food Services Committee Head 2014-2015:** Liaison between students and administration regarding food services on campus

-**Junior Class President 2013-2014:** Member of Executive Council; selects Hall of Fame

Student Recruiter 2011-2014: Event Planner

Sisterhood Member: Laguna Social Tribe 2011-2014- social media, event planner, and Secretary

Welcome Week Crew for incoming freshmen 2013-2014: Social media management
College Republicans Event Planner 2011-2015